DOCUMENT RESUME

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IDENTIFIERS Adult Competency Education Project: California (San Mateo County): Medical Supply Clerks: *Plumbers: *Stock Clerks

ABSTRACT

This sixth of fifteen sets of Adult Competency Education (ACE) Based Job Descriptions in the ACE kit contains job descriptions for Roofer Apprentice, Pipefitter, Medical Supply Clerk, Stock Clerk, and Warehouseperson. Each begins with a fact sheet that includes this information: occupational title, D.O.T. code, ACE number, career ladder, D.O.T. general educational developmental level, site(s) at which job can be observed, job requirements, and job description (D.O.T.). The following pages list twenty to forty competencies (specific math and communicative activities) needed to function successfully in the occupation. Each competency is presented as (1) exact skill found to have been essential to the job during an on-site employee interview, (2) measurable instructional objective defining the skill (performance criterion, not job related), and (3) specific tasks with which to test a student's ability at the skill (the job-related performance criterion). (Instructional objectives match those in the ACE Taxonomy as indicated by a code identifying unit, item, and specific objective.) Skills that are prerequisite to the competencies are noted. (Additional job descriptions, kit manuals, and the project final report are also available in ERIC--see Note.) (YLB)

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Adult Competency Education kit

a project of the career preparation centers

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PART I

ACE COMPETENCY BASED JOB DESCRIPTIONS:

30 - Roofer Apprentice
31 - Pipefitter
32 - Medical Supply Clerk
33 - Stock Clerk
35 - Warehouseman (Laborer, Stores)

BASIC SKILLS IN SPEAKING, MATH, AND READING FOR EMPLOYMENT

CE 016 827

Products and Processes
Developed by the
Adult Competency Education Project
Director, Joe Cooney

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NOTE

JOB DESCRIPTION NUMBERS. ACE investigated 100 jobs and developed 68 of them into Competency Based Job Descriptions. The above 68 are numbered according to the original listing. The gaps are in the numbering only. This is a complete list of the ACE Competency Based Job Descriptions.

A.C.E. COMPETENCY BASED JOB DESCRIPTION 30

OCCUPATIONAL TITLE: ROOFER, APPRENTICE

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Roofer, Apprentice

D.O.T. CODE: 866.381 (4th Ed.: 866.381-014)

A.C.E. NUMBER: 30

CAREER LADDER:

FIRST LEVEL: Apprentice Roofer

SECOND LEVEL: Roofer

THIRD LEVEL: Foreman

D.O.T's General Educational Level: 3

SITE WHERE THE JOB CAN BE OBSERVED:

Peterson Roofing Company
861 Warrington Avenue
Redwood City, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of Annual Jobs in San Mateo County: 112. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Application Form, interview.

JOB DESCRIPTION (D.O.T.):

Covers roofs with roofing materials, other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to make them waterproof. Cuts roofing paper to size, using knife, and nails or staples it to a roof in overlapping strips to form base for roofing materials. Aligns roofing material with edge of roof, and overlaps successive layers, gaging distance of overlap with chalkline, gage on shingling hatchet, or by lines on shingles. Fastens composition shingles or sheets to roof with asphalt cement or nails. Punches holes in slate, tile, terra cotta, or wooden shingles, using punch and hammer. Cuts strips of flashing and fits them into angles formed by walls, vents, and intersecting roof surfaces. When applying asphalt or tar and gravel to roof, mops or pours hot asphalt or tar onto roof base. Applies alternate layers of hot asphalt or tar and roofing paper until roof covering is built up as specified. Applies gravel or pebbles over top layer, using rake or stiff-bristled broom. When specializing in one type of roofing material is designated according to specialty as ALUMINUM-SHINGLE ROOFER; ASBESTOS-SHINGLE ROOFER; ASPHALT, TAR, AND GRAVEL ROOFER; COMPOSITION ROOFER; ROOFER, GYPSUM; SLATE ROOFER; TILE-AND-TERRA-COTTA ROOFER; WOOD-SHINGLE ROOFER.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

APPRENTICE ROOFER

Below are listed, first in general terms and then in specific competencies, the math and communication activities which a person must typically be able to carry out to function successfully as an apprentice roofer.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The center column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W. and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 Prerequisite to 1A.5 — Given a series of numbers in numeral form (e.g., 10, 20, 30), be able to copy series in hand-written form with 100% accuracy.

1A.2 Prerequisite to 1A.5 — Identify place value of digits in a given whole number with up to seven digits.

1A.3 Prerequisite to 1A.5 — Read a given whole number less than ten million and write its name in words.

1A.5 An APPRENTICE ROOFER must be able to load the truck with a specified number of materials.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will determine how many pencils are on the desk and record the number.

1B.1 Prerequisite to 1B.2 — Perform additions of whole numbers given instructions such as:

What is the total of 8 and 5?
8 plus 5 is ____;
Find the sum of 8 and 5;
Add 8 and 5; 8 + 5 = ____;

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 An APPRENTICE ROOFER must be able to determine how many shingles are needed for the day's work.

To accomplish this task, the student must be able to add whole numbers of 1-5 digits including cases where carrying is required.

To demonstrate the ability to perform this task, the student will correctly find the sums below:

a.	b.	c.	d.
75	67	1,050	8,412
+125	+184	+1,875	+1,914

KEY: a. 200; b. 251; c. 2,925; d. 10,326

1C.1 Prerequisite to 1C.2

Perform multiplication of whole numbers given instructions such as:

6 times 2 is ____. 6 x 2 = ____.
Six two's are ____. 6
The product of 6 and 2 is ____. x2.

1C.2 An APPRENTICE ROOFER must be able to determine the total number of shingles required, based on the number needed to cover one square yard.

To accomplish this task, the student must be able to find the product of a given pair of whole numbers of which one number is up to 5 digits and the other number up to three digits.

To demonstrate the ability to perform this task, the student will find the products below:

a. 100 x 45 B. 75 x 60 c. 1,275 x 63 d. 14,921 x 427

KEY: a. 4,500; b. 4,500; c. 80,325; d. 6,371,267

1E.1 An APPRENTICE ROOFER must be able to compute the number of packages of pre-packaged shingles needed for a job.

To accomplish this task, the student must be able to round off a number to nearest ten, hundred, thousand, ten thousand, or hundred thousand.

To demonstrate the ability to perform this task, the student will round off the following numbers to the indicated power of ten:

a. 175 (10); b. 3,472 (100);
c. 19,439 (1,000); d. 19,378,471 (10,000).

KEY: a.180; b.3,500; c.19,000; d.19,380,000.

2A.1 Prerequisite to 2A.6

In a given diagram or illustration, name the fraction which represents a given number of parts out of a total number of equal parts.

2A.2 Prerequisite to 2A.6 Reduce a fraction to its simplest form (lowest terms).

2A.6 An APPRENTICE ROOFER must be able to determine what part of a job is done.

To accomplish this task, the student must be able to write what fractional part one number is of another in simplest form.

To demonstrate the ability to perform this task, the student will determine the fraction of the job done in each of the following:

a. $\frac{6 \text{ bundles}}{24 \text{ bundles}}$ b. $\frac{162 \text{ square yards}}{924 \text{ square yards}}$

c. $\frac{675 \text{ shingles}}{12{,}500 \text{ shingles}}$

KEY: a. 1/4; b. 27/154; c. 27/500.

2B.1 Prerequisite to 2B.9 Calculate the sum in simplest form of two or three common fractions with like denominators.

2B.2 Prerequisite to 2B.9 Calculate the sum in simplest form of two or three common fractions with unlike denominators.

2B.5 Prerequisite to 2B.9 Calculate the difference in simplest form of two common fractions with like denominators.

2B.6 Prerequisite to 2B.9 Calculate the difference in simplest form of two common fractions with unlike denominators.

2B.9 An APPRENTICE ROOFER must be able to compute what fractional part of a job has been done.

To accomplish this task, the student must be able to solve a routine problem using addition and/or subtraction of fractional numbers.

To demonstrate the ability to perform this task, the student will determine that if one-third of roof "A" is completed and one-sixteenth of roof "B", and one-eighth of roof "C", then 23/48 of the total job is complete.

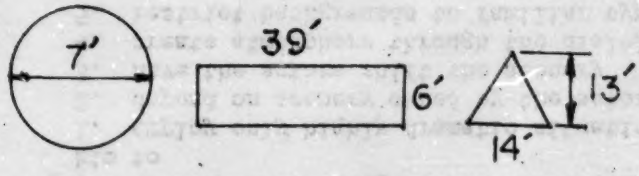
3C.1	Prerequisite to 4C.3	Calculate the product of two decimal fractions when rounding off is (a) required, and (b) not required.
3C.3	prerequisite to 4C.3	Calculate to a given number of decimal places; the quotient of a <u>whole number</u> divided into: a. a whole number larger than the divisor; b. a whole number smaller than the divisor; c. a decimal fraction.
4B.1	Prerequisite to 4C.3	Calculate a percent of a number of the following types: 5% of 170 = ____; 5.7% of 170 = ____; 5.7% of 17.43 = ____.
4B.3	Prerequisite to 4C.3	Calculate percent problems like determining a number when a percent of it is known such as: 5% of ____ = 60; 5.5% of ____ = 60; 5.5% of ____ = 60.5
4C.3	An APPRENTICE ROOFER must be able to compute what percent of a roof is completed.	
		To accomplish this task, the student must be able to solve a routine word problem involving the calculation of a base.
		To demonstrate the ability to perform this task, the student will determine that if five percent of a roof is done and that five percent amounts to seventy-five square feet, then the whole roof is fifteen hundred square feet.
6A.1	Prerequisite to 6A.6	Identify area as the measurement of the surface of a figure and state units used (sq. in., sq. ft., sq. yd., sq. mi.).
6A.2	Prerequisite to 6A.6	Calculate the area of a given square.

6A.3 Prerequisite to 6A.6 Calculate the area of a given rectangle.

6A.6 An APPRENTICE ROOFER must be able to determine the amount of materials needed for a given job.

To accomplish this task, the student must be able to solve a practical problem involving area calculations of a square, rectangle, triangle, or circle.

To demonstrate the ability to perform this task, the student will find the areas indicated below:



1. $38\frac{1}{2}$, 2. 234, 3. 91.

6A.7 An APPRENTICE ROOFER must be able to estimate the area of a roof surface for job estimates.

To accomplish this task, the student must be able to estimate the area of common rectangular or square objects within 25% of the actual area.

To demonstrate the ability to perform this task, the student will estimate that the area of a roof, nine feet by ninety-nine feet, is approximately one thousand square feet (exactly 891).

6F.2 An APPRENTICE ROOFER must be able to measure roofs, frames and flashing fittings to fractions of an inch.

To accomplish this task, the student must be able to measure a given distance or one dimension of an object with a ruler or tape measure correct within one unit of the scale reading.

To demonstrate the ability to perform this task, the student will use a ruler to determine that a letter size sheet of paper is $8\frac{1}{2}$ inches by 11 inches.

6G.7 An APPRENTICE ROOFER must be able to estimate how long a job will take.

To accomplish this task, the student must be able to estimate the duration of time actually required to perform routine functions, within fifty percent of the actual time.

To demonstrate the ability to perform this task, the student will estimate the time it takes to copy this instructional objective exactly as written and then copy it to verify the estimate.

8A.1 Prerequisite to 8A.5 Identify a number obtained by counting as an exact number and a number obtained by measuring as an approximate number.

8A.3 Prerequisite to 8A.5 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.

8A.4 Prerequisite to 8A.5 Write the size of the interval between:

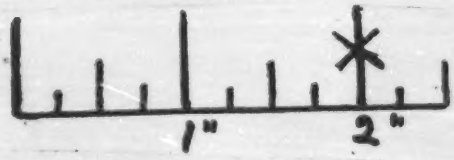
a. numerals on a graduated scale.
b. subdivisions on a graduated scale.

8A.5 An APPRENTICE ROOFER must be able to measure with steel roll tape and a carpenter's square.

To accomplish this task, the student must be able to write the measurement indicated on a sketch of a graduated scale:

a. to the nearest whole number when the scale is marked off in consecutive whole numbers with or without subdivisions.
b. to a given precision when the scale is marked off in multiples of a whole number with or without subdivisions.
c. to a given precision when the scale is marked off in whole numbers with or without subdivisions representing fractions such as halves, quarters, eighths, sixteenths, tenths, or fifths.
d. to a given precision when the scale is marked off in whole numbers which represent multiples of a given number such as 100 or 1000.

To demonstrate the ability to perform this task, the student will determine that the x is located at the 2 inch mark.



13A.1 Prerequisite to 15A.3 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 Prerequisite to 25C.5 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch list).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products or of products used in a given occupation.

15A.3 An APPRENTICE ROOFER must be able to converse with co-workers, foremen, and customers.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will correctly match the following words with their definitions:

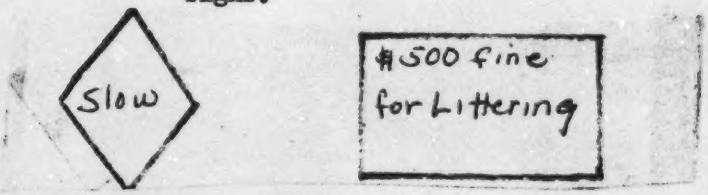
A.	apprentice	1. a photographic reproduction in white on a blue background, as of architectural plans.
B.	shingles	2. metal rolled thin in the form of a sheet.
C.	carpenter's square	3. a hydrated sulfate of calcium used for making plaster of Paris.
D.	steel roll tape	4. a series of marks along a line, as at regular intervals, used in measuring or registering something.
E.	blueprints	5. a grayish mineral some varieties of which resist heat and are used in roofing.
F.	scale	6. a person under legal agreement to work a specified length of time for a master craftsman in return for instruction.
G.	asphalt	7. a thin wedge-shaped piece of wood, slate, etc. laid in overlapping rows as a cover for roofs.
H.	sheetmetal	8. a thick, sticky brown to black liquid used for protecting and preserving surfaces.
I.	gravel	9. a silvery, lightweight, metallic chemical element that is easily worked and resists corrosion.
J.	gypsum	10. a loose mixture of pebbles and rock fragments coarser than sand.
K.	asbestos	11. a brown or black tarlike substance which can be mixed with sand or gravel for roofing.
L.	tar	12. a narrow strip or bank of steel with marks in inches, feet, etc. for measuring.
M.	aluminum	13. an instrument having two sides that form a 90° angle, used for drawing or testing right angles.

KEY: A-6, B-7, C-13, D-12, E-1, F-4, G-11, H-2, I-10, J-3, K-5, L-8, M-9.

15B.1 An APPRENTICE ROOFER must be able to read and post safety signs.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.)

To demonstrate the ability to perform this task, the student will determine that the following are common California road signs:



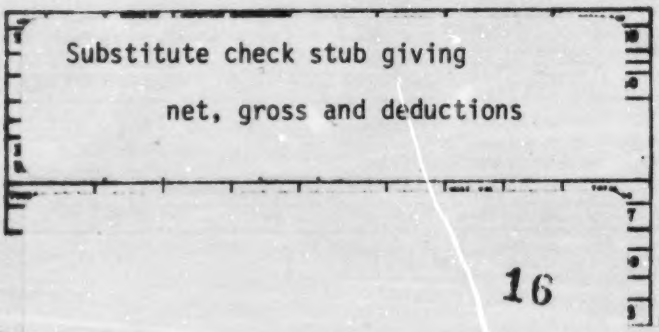
16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 An APPRENTICE ROOFER must be able to fill in common business forms.

To accomplish this task, the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.



To demonstrate the ability to perform this task, the student will read the paycheck on the left and determine that total gross pay to date is $3,135.60.

19A.6 An APPRENTICE ROOFER must be able to follow the instructions of the foreman.

To accomplish this task, the student must be able to identify the main outcome expected from spoken directions.

To demonstrate the ability to perform this task, the student will listen to the instructor give the following instructions orally and identify them as the directions for sharpening a pencil:

1. insert the pencil in the hole;
2. turn the handle until it turns easily;
3. remove the pencil from the hole.

20A.1 Prerequisite to 25C.5 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

21A.2 Prerequisite to 22B.2 Given dates of the year, locate dates on a current calendar.

21A.3 Prerequisite to 22B.2 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.

21A.4 Prerequisite to 21A.5 Given a standard clock, tell correct time to within 5 minutes of actual time.

21A.5 An APPRENTICE ROOFER must be able to fill out time cards.

To accomplish this task, the student must be able to write the time of day using a clock or watch.

To demonstrate the ability to perform this task, the student will examine the clocks below and write the time indicated on each one:

21A.6 An APPRENTICE ROOFER must be able to calculate time spent completing a job.

To accomplish this task, the student must be able to explain and correctly use the abbreviations A.M. and P.M.

To demonstrate the ability to perform this task, the student will determine that 8:00 A.M. is in the morning and 3:00 P.M. is in the afternoon.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 An APPRENTICE ROOFER must be able to complete an application form for employment.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will complete 30-A accurately and legibly.

25C.1 Prerequisite to 25C.5 Write the telephone number of a given person or organization using the alphabetical listing section of a telephone directory as reference.

25C.4 Prerequisite to 25C.5 List the names and telephone numbers of businesses dealing in a given article or service using the Yellow Pages as reference.

25C.5 An APPRENTICE ROOFER must be able to locate customers by address or maps giving the address.

To accomplish this task, the student must be able to write the address of a given person or organization using the telephone directory as reference.

To demonstrate the ability to perform this task, the student will locate a friend's address in the telephone book.

26A.1 An APPRENTICE ROOFER must be able to sort supplies.

To accomplish this task, the student must be able to sort data by given classification criteria (e.g., alphabetical order).

To demonstrate the ability to perform this task, the student will sort the pencils on the desk by color.

NB: The data can be in the form of lists, numbers, words or on forms such as issue and receipt vouchers.

30-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed 8 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____
Reason for leaving ____

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION 31

OCCUPATIONAL TITLE: PIPEFITTER HELPER

D.O.T. CODE: 862.884 (4th Ed.: 862.684-022) **FACT SHEET**

ACE Number: 31

CAREER LADDER:
FIRST LEVEL:
Pipefitter Helper
SECOND LEVEL:
Pipefitter
THIRD LEVEL:
Foreman
FOURTH LEVEL:
Supervisor

GED LEVEL: 3

Site where the job can be observed:
Dresser Mfg. Division
1704 Rollins Road,
Burlingame, CA

Number of Annual Jobs in San Mateo County: 44 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

D.O.T. JOB DESCRIPTION: Assists PIPEFITTER I to assemble and install piping for air, ammonia, gas, and water systems: Cuts or drills holes in walls to permit passage of pipes. Selects specified type and size of pipe. Mounts pipe hangers and brackets on walls and ceiling to hold pipe. Assists PIPEFITTER I to install valves, couplings, and other fittings. May disassemble and remove damaged or worn pipe. Performs other duties as described for a helper. May assist in installation of piping that must withstand high pressure and be designated as STEAM-FITTER HELPER.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF PIPEFITTER HELPER

Below are listed, first in general terms and then in specific competencies, the math and communication activities which a person must typically be able to carry out to function successfully as a pipefitter helper.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The left hand column states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

The items in the left hand column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W., **Generic Skills Handbook of Occupational Information**, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

These materials were developed pursuant to a grant from HEW, OE under PL93-380, Section 309. This does not necessarily imply endorsement of the content.

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1A.1 Given a series of numbers in numeral form (e.g., 10, 20, 30), be able to copy series in handwritten form with 100% accuracy.	See 1A.5
1A.2 Identify place value of digits in a given whole number with up to 7 digits.	A pipefitter helper must be able to read part numbers in catalogs. To accomplish this task, the student must be able to identify given whole numbers. **To demonstrate the ability to perform this task, the student will determine that the following are whole numbers:** **279683** **404576** **911.**
1A.5 Count a set of up to 100 objects and state or write the number of objects counted.	A pipefitter helper must be able to count the number of parts for regular inventories. To accomplish this task, the student must be able to count objects and state or write the number of objects counted. **To demonstrate the ability to perform this task, the student will determine the number of pencils placed on the table by the instructor.**
1B.1 Perform additions of whole numbers given instructions such as: What is the total of 8 and 5? 8 plus 5 is_____. Find the sum of 8 and 5. Add 8 and 5. 8 + 5 = _____. 8 +5 _____.	See 1B.5
1B.2 Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.	See 1B.5
1B.3 Perform subtraction of whole numbers given instructions such as: 8 minus 5 is _____. Subtract 5 from 8. Find the difference of 8 and 5. 8 - 5 = _____. If you had 8 and gave away 5, you would have _____. 8 -5 _____.	See 1B.5
1B.4 Find the difference of two 1-5 digit numbers including cases where borrowing is required.	See 1B.5
1B.5 Solve a routine word problem using subtraction and/or addition of whole numbers.	A pipefitter helper must be able to determine how many parts are necessary for a total job. To accomplish this task, the student must be able to solve a routine word problem using subtraction and/or addition of whole numbers. **To demonstrate the ability to perform this task the student will determine that:** **If a job takes ten lengths of pipe and eight sleeves, it takes eighteen pieces all together.**

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INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
2A.5 Arrange a set of fractions and/or mixed numbers in ascending or descending order.	A pipefitter helper must be able to identify fractionally sized gaskets and fittings for particular jobs. To accomplish this task, the student must be able to arrange a set of fractions and/or mixed numbers in ascending or descending order. **To demonstrate the ability to perform this task, the student will determine that the following are arranged in ascending order:** **1/8, 1/6, 3/16, 7/32, 1/4, 1/3, 1/2, 1 1/4.**
2B.1 Calculate the sum in simplest form of two or three common fractions with like denominators.	See 2B.6
2B.2 Calculate the sum in simplest form of two or three common fractions with unlike denominators.	See 2B.6
2B.5. Calculate the difference in simplest form of two common fractions with like denominators.	See 2B.6
2B.6 Calculate the difference in simplest form of two common fractions with unlike denominators.	A pipefitter helper must be able to correct errors in calculations of size of gaskets or fittings using common fractions. To accomplish this task, the student must be able to calculate the difference of two common fractions. **To demonstrate the ability to perform this task, the student will determine that if a 5/32 inch fitting is too big by 1/16 inch, then the proper size is 3/32 inch.**
3A.1 Read a given one to four place decimal fraction and write its name in words.	See 3A.3
3A.3 Arrange a set of decimal fractions in ascending or descending order.	A pipefitter helper must be able to identify fractionally sized gaskets and fittings. To accomplish this task, the student must be able to arrange a set of decimal fractions in ascending or descending order. **To demonstrate the ability to perform this task, the student will determine that the following are arranged in ascending order:** **.0001, .001, .008, .05, .1, 2.00.**
6B.1 Identify perimeter as the length of the outer boundary of a plane figure and identify the units used as inches, feet, yards, etc.	A pipefitter helper must be able to measure perimeter (circumference) of pipe. To accomplish this task, the student must be able to identify perimeter as the length of the outer boundary of a figure and identify the units used to measure this boundary. **To demonstrate the ability to perform this task, the student will determine that the perimeter of a typical pencil is about one-half inch.**

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
6B.4 Measure the diameter of a circle.	A pipefitter must be able to measure pipes to assure that they fit in the space allotted. To accomplish this task, the student must be able to measure diameter. **To demonstrate the ability to perform this task, the student will determine that the diameter of the circle below is one inch.**
6F.2 Measure a given distance or one dimension of an object with a ruler or tape measure correct within one unit of the scale reading.	See 6F.3
6F.3 Estimate the length, width, height, or distance between objects, within 20% of the actual measurement, in cases such as the following: a. dimension of a book, box, desk, room or building. b. distance up to 200 yards.	A pipefitter helper must be able to estimate the length of pipe needed for a job. To accomplish this task, the student must be able to estimate length, width, height or distance. **To demonstrate the ability to perform this task, the student will determine that a pipe that is approximately an arm's length is about twenty-four inches long.**
6G.2 Measure the actual duration of time expended to perform routine functions, correct within 5% of actual duration.	A pipefitter helper must be able to keep track of time on the job. To accomplish this task the student must be able to measure the actual duration of time expended to perform routine functions. **To demonstrate the ability to perform this task, the student will determine that:** **If a person goes to work at 9:00 A.M. and leaves at 1:30 P.M. with lunch from 11:30 A.M. to 12:00 noon, then four hours were spent on the job.**
6G.3 Add a twelve-hour clock time to a time interval.	See 6G.6
6G.4 Subtract a time interval from a twelve-hour clock time.	See 6G.6
6G.6 Given hours of work and rates of work, calculate hours per week and hours per month.	A pipefitter helper must be able to keep track of hours worked. To accomplish this task, the student must be able to calculate hours per week. **To demonstrate the ability to perform this task, the student will determine that:** **If a person worked from 8:00 A.M. to 3:00 P.M. Tuesday, 7:00 A.M. to 12:00 noon Thursday and 10:00 A.M. to 3:30 P.M. Friday, the person worked a total of 17½ hours.**

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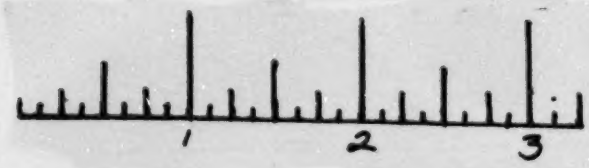
INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
6H.1 Given unit costs for material, wage or salary rates for labor and the total items, and hours/days of work, calculate total costs.	A pipefitter helper must be able to calculate total costs for a job. To accomplish this task, the student must be able to calculate total cost, given unit costs for material and wage rates for labor. **To demonstrate the ability to perform this task, the student will determine that:** **if pipe costs $6.00 per foot and six feet of pipe are used, and, if the job takes four hours at $10.00 per hour, then the total cost is $76.00.**
6A.3 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.	A pipefitter helper must be able to use a graduated scale to measure pipe. To accomplish this task, the student must be able to identify a graduated scale. **To demonstrate the ability to perform this task, the student will determine that the following is a graduated scale:**



9B.1 Given tables, convert metric distance measurements to English measurements.	See 9B.2
9B.2 Given tables, convert English distance measurements to metric measurements.	A pipefitter helper must be able to change English measurements to metric measurements. To accomplish this task, the student must be able to convert English distance measurements to metric when tables are given. **To demonstrate the ability to perform this task, the student will determine that:** **one meter = 39.37 inches.** **one centimeter = .3937 inches.** **ten centimeters = 3.9 inches.**
13A.1 Given letters of the alphabet in random order, read each letter and pronounce each letter correctly.	A pipefitter helper must be able to read parts numbers as found in catalogs. To accomplish this task, the student must be able to read letters of the alphabet correctly. **To demonstrate the ability to perform this task, the student will determine that the following are typical parts numbers:** **K179,** **J246,** **A1996.**

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
15A.3 Read and use words common to the vocabulary of a given occupation.	A pipefitter helper must be able to converse with customers and supervisors. To accomplish this task, the student must be able to use words common to the vocabulary of a pipefitter. **To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:** **A. valve** **B. coupling** **C. gaskets** **D. circumference** **E. diameter** **F. metric** **G. plastic** **H. copper** **I. sprinkler system** **J. weld** **K. compressed air** **L. concrete** **1. a piece or ring of rubber, metal, etc. placed around a piston or joint to make it leakproof** **2. any of various non-metallic compounds, synthetically produced, which can be molded and hardened** **3. a system, usually of pipe or hose, which scatters water, salt, etc. in drops or particles** **4. a device in a pipe that permits a flow in one direction only, or regulates or stops the flow by means of a flap, lid, or plug** **5. a reddish brown metallic element that is an excellent conductor of electricity and heat** **6. a mechanical device for joining parts together** **7. the line bounding a circle or other rounded surface or area** **8. to unite pieces of metal, usually by heating** **9. air held under pressure in a container** **10. a building material of sand and gravel bonded with cement into a hard substance** **11. system of measure based on the meter (one meter = 39.37 inches)** **Key:** A 4, B 6, C 1, D 7, E 12, F 11, G 2, H 5, I 3, J 8, K 9, L 10.
15B.1 Read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.)	A pipefitter helper must be able to read and post signs regarding safety. To accomplish this task, the student must be able to read and explain common functional signs. **To demonstrate the ability to perform this task, the student will determine that road signs in the state of California include:** **SLIDE AREA** **$500 FINE FOR LITTERING**

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INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
16A.4 Given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.	A pipefitter helper must be able to read a paycheck. To accomplish this task, the student must be able to answer factual questions based on common business forms. **To demonstrate the ability to perform this task, the student will refer to the paycheck below and determine from the check stub that the gross pay is $190.40, the withholding is $25.50, the Social Security tax is $8.00 and the net pay is $156.90.**

Name	Louis Stacey		
From 8/19	To 9/1		Incl.
Regular		190.	40
Overtime			
Total Earnings		190.	40
wh/tax	25. 50		
F.I.C.A.	8. 00		
Total Deductions		33.	50
Amount of Check		156.	90

No. 153

September 8, 19 67

Pay to the order of Louis Stacey $ 156.90

One hundred fifty-six and 90/100 ---------- Dollars

Valley National Bank
LAND, CALIFORNIA

Tristram Shandy

16D.4 Given a typical parts manual, be able to locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.).	A pipefitter helper must be able to order pipe from a manual. To accomplish this task, the student must be able to locate a particular part and answer factual questions about it. **To demonstrate the ability to perform this task, the student will read the following and determine that the part number for the thermostat is 10L.**

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
	The cooling system is made up of these parts: 1. The coolant, which is water or a mix of water and anti-freeze. 2. The engine water jacket, which includes the water passages in the cylinder block. [22.A] 3. The water pump. [27H] 4. The radiator. [25Y] 5. The following parts which are easily replaced by dealers: drive belts [33L], radiator hose and clamp connections [33H], thermostat [10L], and radiator pressure cap [9V].
21A.4 Given a standard clock, tell correct time to within 5 minutes of actual time.	A pipefitter helper must be able to keep track of time spent on each job. To accomplish this task, the student must be able to tell time correctly. **To demonstrate the ability to perform this task, the student will read:**

10:15

21A.8 Given a list of names and addresses, write items using proper capitalization and punctuation.	A pipefitter helper must be able to keep records of job locations. To accomplish this task, the student must be able to write names and addresses using proper capitalization and punctuation. **To demonstrate the ability to perform this task, the student will determine that the following is a name and an address in proper form:** **John Doe** **1296 Plum Avenue** **Cupertino, CA 95014.**
22A.1 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.	See 22B.2
22B.1 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.	See 22B.2
22B.2 Complete a sample application form for employment in a legible manner.	A pipefitter helper must be able to fill out an application form before being employed. To accomplish this task, the student must be able to complete an application form in a legible manner. **To demonstrate the ability to perform this task, the student will complete application form 21d.**

31-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 8 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____
Reason for leaving ____

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION 32

OCCUPATIONAL TITLE: MEDICAL SUPPLY CLERK

D.O.T. CODE: 223.887

ACE Number: 32 (4th Ed.: 301.687-010) **FACT SHEET**

CAREER LADDER:

FIRST LEVEL:
Medical Supply Clerk

SECOND LEVEL:
Supervisor lateral transfers
(Assistant Buyer)

THIRD LEVEL:
Director

GED LEVEL: 2

Site where the job can be observed:
Mills Memorial Hospital
100 South San Mateo Drive
San Mateo, CA.

Number of Annual Jobs in San Mateo County: 17 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Job Prerequisites: Application form, interview.

D.O.T. JOB DESCRIPTION: Assembles, cleans, and packs hospital supplies, such as thermometers, needles, and treatment trays for doctors, nurses and technicians: Gathers used supplies from hospital floors and returns them to central supply department. Cleans used supplies, such as thermometers, syringes and needles in cleaning solutions. Assembles and packs diagnostic and treatment trays. Assembles and wraps surgical gloves prior to sterilization. Refills dressing carts. May dispense and deliver supplies. May perform other duties as assigned.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF MEDICAL SUPPLY CLERK

Below are listed, first in general terms and then in specific competencies, the math and communication activities which a person must typically be able to carry out to function successfully as a medical supply clerk.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The left hand column states the skills in more general language. The controlled language of this column permits comparison of skills between occupations.

The items in the left hand column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W., **Generic Skills Handbook of Occupational Information**, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

These materials were developed pursuant to a grant from HEW, OE under PL93-380, Section 309. This does not necessarily imply endorsement of the content.

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1A.1 Given a series of numbers in numeral form (e.g., 10, 20, 30), be able to copy series in hand-written form with 100% accuracy.	See 1A.5
1A.4 Write a whole number less than 10 million given the word name of the number.	See 1A.5
1A.5 Count a set of up to 100 objects and state or write the number of objects counted.	A medical supply clerk must be able to take inventory and fill requisitions. To accomplish this task, the student must be able to count and record the number of objects counted. **To demonstrate the ability to perform this task, the student will count a stack of papers and record the number accurately and legibly.**
1B.1 Perform additions of whole numbers given instructions such as: What is the total of 8 and 5? 8 plus 5 is _____. Find the sum of 8 and 5. Add 8 and 5. 8 + 5 = _____. 8 +5	See 1B.6
1B.2 Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.	See 1B.6
1B.3 Perform subtraction of whole numbers given instructions such as: 8 minus 5 is _____. Subtract 5 from 8. Find the difference of 8 and 5. 8 - 5 = _____. If you had 8 and gave away 5, you would have _____. 8 -5	See 1B.6
1B.4 Find the difference of two 1-5 digit numbers including cases where borrowing is required.	See 1B.6
1B.6 Perform the above operations with the aid of a calculator.	A medical supply clerk must be able to check supplies in and out. To accomplish this task, the student must be able to add and subtract on a calculator. **To demonstrate the ability to perform this task, the student will use a calculator to determine that 172 - 46 = 126 and 172 + 46 = 218.**
1C.1 Perform multiplication of whole numbers given instructions such as: 6 times 2 is _____. Three two's are _____. The product of 6 and 2 is _____. 6 x 2 = _____ 6 x2	See 1C.6
1C.2 Find the product of a given pair of whole numbers of which one number is up to 5 digits and the other number up to three digits.	See 1C.6

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INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1C.3 Perform division of two simple whole numbers (no remainder) given instructions such as: 6 divided by 2 is _____. 2 into 6 goes ____ times. The quotient of 6 divided by 2 is _____. 6 ÷ 2 = _____ $\frac{6}{2}$ = _____ $2\overline{)6}$ = _____	See 1C.6
1C.4 Find quotient of 1 and 5 digit dividends and 1 to 3 digit divisors including cases where there are remainders.	See 1C.6
1C.6 Perform the above operations with the aid of a calculator.	A medical supply clerk must be able to order supplies to meet the budget. To accomplish this task, the student must be able to multiply and divide on a calculator. **To demonstrate the ability to perform this task, the student will use a calculator to determine that 172 ÷ 12 = 14.33 and 172 x 12 = 2064.**
3E.2 Write a value less than $10,000,000.00 given the word name of the amount.	See 3E.6
3E.3 Add columns of dollars and cents values including amounts from $ .01 to $9,999.99.	See 3E.6
3E.4 Subtract one amount of money from another with values up to $10,000.00.	See 3E.6
3E.5 Calculate the total cost of up to 25 items of equal value.	See 3E.6
3E.6 Calculate the unit cost of an item when given the total cost of up to 25 of the same items.	A medical supply clerk must be able to order supplies. To accomplish this task, the student must be able to calculate total cost of twenty-five units of a single item. **To demonstrate the ability to perform this task, the student will determine that twenty-five books at $3.00 each = $75.00 total cost.**
3E.9 Perform above objectives with the aid of a calculator.	See 3F.1
3F.1 Use addition, subtraction, multiplication or division, as appropriate, in the solution of problems involving a combination of two or more functions with decimal fractions.	A medical supply clerk must be able to order and inventory supplies. To accomplish this task, the student must be able to use a calculator to add, subtract, multiply and divide dollar amounts. **To demonstrate the ability to perform this task, the student will use a calculator to determine that $2.50 ÷ $1.38 = $3.88, $2.50 - $1.38 = $1.12, $2.50 ÷ $ .05 = 50, and $2.50 x 5 = $12.50.**
4A.1 Identify a percent as equivalent to a fraction with one hundred as the denominator.	See 4B.2

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
4A.2 Identify the % symbol by writing in words a given percentage.	See 4B.2
4B.1 Calculate a percent of a number of the following types: 5% of 170 = _____. 5.7% of 170 = _____. 5.7% of 17.43 = _____.	See 4B.2
4B.2 Calculate percent problems like determining percent one number is of another such as: a. 12 is ___% of 60 b. 12.5 is ___% of 60 c. 12 is ___% of 60.5	A medical supply clerk must be able to use percentages to figure the rate at which supplies are used and the availability of supplies at a projected date, based on current use. To accomplish this task, the student must be able to determine what percent one number is of another number. **To demonstrate the ability to perform this task, the student will determine that:** **a. 12 is 20% of 60. b. 40 is 66.7% of 60. c. 51 is 85% of 60.**
6F.3 Estimate the length, width, height, or distance between objects, within 20% of actual measurement, in cases such as the following. a. dimensions of a book, box, desk, room or building. b. distances up to 200 yards.	A medical supply clerk must be able to determine the shelf space necessary for stock. To accomplish this task, the student must be able to measure in feet and inches. **To demonstrate the ability to perform this task, the student will estimate the length of a table.**
13A.1 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.	See 15B.3
13A.2 Given the letters of the alphabet ~~in manuscript form and~~ in random order, read each letter correctly in the proper alphabetical order.	See 15B.3
13A.1 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).	See 15B.3
15A.2 Read words from the labels of frequently used products or of products used in a given occupation.	See 15B.3
15A.3 Read and use words from a list of words common to the vocabulary of a given occupation.	A medical supply clerk converses with employees and reads supply orders. To accomplish this task, the student must understand the vocabulary of the occupation. **To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:** **A. metric** **B. therapy** **C. x-ray** **D. inhalation** **E. catheter** **F. injection** **G. chemotherapy** **H. weight** **I. blood sedimentation** **J. graduated scale** **K. pharmaceutical**

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
	1. system of measurement based on the meter [1 meter = 39.37 inches.] 2. slender tube inserted into a body passage for passing fluids, esp. for draining urine from bladder 3. to force, by means of a syringe, a fluid into some part of body 4. matter that settles to bottom of liquid, separated by means of some centrifugal apparatus 5. preparing and dispensing drugs and medicines 6. can penetrate solid substances and is used to study bones, organs inside the body, to diagnose and treat certain disorders. 7. to breathe medical vapors into the lungs 8. the prevention or treatment of infection or disease by doses of chemical drugs 9. treatment of disease or physical or mental disorder 10. any unit of heaviness 11. a container marked off for measuring contents
Key: A1, B9, C6, D7, E2, F3, G8, H10, I4, J11, K5.	
16A.1 Identify a form as a standardized printed document with blank spaces for recording certain needed information.	See 16A.4
16A.2 Interpret terminology and abbreviations frequently found in forms.	See 16A.4
16A.3 Identify various kinds of forms by stating the kind of information to be recorded	See 16A.4
16A.4 Given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.	A medical supply clerk receives and must be able to read a paycheck. To accomplish this task, the student must be able to read the deductions on a paycheck. **To demonstrate the ability to perform this task, the student will read the check below and determine that the gross pay is $190.40, the federal income tax withheld is $25.50, the Social Security tax is $8.00, and net pay is $156.90.**

Name Louis Stacey				
From 9/19		To 9/1		Incl.
Regular			190.	40
Overtime				
Total Earnings			190.	40
wh/tax	25.	50		
F.I.C.A.	8.	00		
Total Deductions			33.	50
Amount of Check			156.	90

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES

No. 153

September 8, 19 67

PAY TO THE ORDER OF Louis Stacey $ 156.90

One hundred fifty-six and 90/100 ---------- DOLLARS

MAIN AND BROADWAY OFFICE
Valley National Bank
LAND, CALIFORNIA

Tristram Shandy

16B.3 Given common reference tables and charts such as organization charts, parts charts, reference tables, including charts and tables designed in matrix form (rows and columns), answer factual questions based on the data supplied.	A medical supply clerk reads sales tax charts when ordering supplies. To accomplish this task, the student must be able to read a matrix form. **To demonstrate the ability to perform this task, the student will read the chart below and determine that the tax on $45.00 is $2.70.**

Transaction	Tax	Transaction	Tax
42.92–43.08	2.58	57.25–57.41	3.44
43.09–43.24	2.59	57.42–57.58	3.45
43.25–43.41	2.60	57.59–57.74	3.46
43.42–43.58	2.61	57.75–57.91	3.47
43.59–43.74	2.62	57.92–58.08	3.48
43.75–43.91	2.63	58.09–58.24	3.49
43.92–44.08	2.64	58.25–58.41	3.50
44.09–44.24	2.65	58.42–58.58	3.51
44.25–44.41	2.66	58.59–58.74	3.52
44.42–44.58	2.67	58.75–58.91	3.53
44.59–44.74	2.68	58.92–59.08	3.54
44.75–44.91	2.69	59.09–59.24	3.55
44.92–45.08	2.70	59.25–59.41	3.56
45.09–45.24	2.71	59.42–59.58	3.57
45.25–45.41	2.72	59.59–59.74	3.58

16D.2 Identify the particular kind kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.	See 16D.4
16D.3 Identify the parts of a given manual which apply to a given situation using the table of contents and/or index as a guide.	See 16D.4

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
16D.4 Given a typical parts manual, be able to locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.).	A medical supply clerk must be able to use manuals to look up information about products. To accomplish this task, the student must be able to locate a specific item in a manual and read the information. **To demonstrate the ability to perform this task, the student will look up number 82830 in 32-B and accurately read to the instructor, "carbon dioxide."**
20A.1 Given the letters of the alphabet in random order, write or print the letters in correct order.	See 21A.3
21A.1 Identify seconds, hours, days, months, years, decades, centuries as units of time.	See 21A.3
21A.2 Given dates of the year, locate dates on a current calendar.	See 21A.3
21A.3 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.	A medical supply clerk must be able to write the date on purchase orders and work orders. To accomplish this task, the student must be able to write the date using correct punctuation and capitalization. **To demonstrate the ability to perform this task, the student will write wednesday 29 july 76 as Wednesday, July 29, 1976.**
21A.8 Given a list of names and addresses, write items using proper capitalization and punctuation.	A medical supply clerk must be able to write names and addresses on purchase orders. To accomplish this task, the student must be able to write names and addresses using proper capitalization and punctuation. **To demonstrate the ability to perform this task, the student will correctly punctuate and capitalize the following name and address; joseph smith, florida, miami, 2205 main street, 97406, so that it reads:** **Joseph Smith** **2205 Main Street** **Miami, Florida** **97406.**
22A.1 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.	See 22B.2
22B.2 Complete a sample application form for employment in a legible manner.	A medical supply clerk must be able to fill out an application form for employment. **To demonstrate the ability to perform this task, the student will accurately and legibly fill out form 32-A.**
22E.4 Record oral information given by filling out an order form or other standard information sheet.	See 22H.1

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
22H.1 Given a typical business form, purchase order, job order, sales slip, and necessary data in words and figures, correctly complete or fill out the appropriate portions of the form.	A medical supply clerk must be able to fill out forms. To accomplish this task, the student must be able to fill out a form with data from an outside source. **To demonstrate the ability to perform this task, the student will accurately place the following information on form 32-C.** **a. Name of vendor—John's Meat Market** **b. July 1, received 5 of 6 ordered.**
25A.1 Repeat information which has been heard.	See 25A.6
25A.2 Describe orally, in a few short sentences, information about a given person, place, thing, or job performed.	See 25A.6
25A.6 Explain to someone else how to perform a fairly complex task, given experience at performing the task, or having learned from another person or a manual how to perform the task.	A medical supply clerk must be able to tell others how to perform a task or repeat information. To accomplish this task, the student must have developed the skills of imparting information and instructions. **To demonstrate the ability to perform this task, the student will tape record directions on how to tie shoe laces, play back the directions, and tie a shoe, using the recorded directions.**
26A.1 Sort data by given classification criteria. (e.g., alphabetical order).	A medical supply clerk must be able to sort and file invoices and requisitions. To accomplish this task, the student must be able to sort data by given classification criteria. **To demonstrate the ability to perform this task, the student will correctly sort twenty address cards by alphabetical order and then by zip code.**

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32-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____
Reason for leaving ____

Employer ____
Address ____
Supervisor's Name & Title ____ Phone ____
Your Title ____
Duties ____

From ____ mo. year
To ____ mo. year
Total ____ years months
Full Time ☐ Part Time ☐
Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

680

SIZE	UNIT ORDER	DEPARTMENT

32 C

(FOR PURCHASING USE ONLY)

VENDOR _____ PRICE _____ PROD. No. _____

REQUISITION AND ORDER HISTORY

(TO BE COMPLETED BY DEPARTMENT)				BUYER	(FOR PURCHASING DEPARTMENT USE ONLY)		
DATE	QUANTITY		SIGNATURE		DATE	P. O. No.	REMARKS
	ORDERED	RECEIVED					

32 B

44600	Ascocorp	84360 RA Test
9830	Chemotherapy	85650 Sedimentation Rate
9820	Consultation	86400 Serology
	Comprehensive	82270 Stool, Occult Blood
90810	Consultation Extensive	84330 Sugar, 2-Hour
79040	Detention	8762 SGOT
69200	Ear Curettage	84450 SGPT
93000	EKG	84550 Uric Acid
93040	EKG, Rhythm	81000 Urinalysis
93020	EKG, Exercise Tolerance	83420 PBI
9815	Emergency Room,	83440 T3
	New Patient	83490 T4
9040	Emergency Room,	82465 Cholesterol
	Est. Patient	84475 Triglycerides
90015	Exam., Special	84295 Sodium
90021	Exam., School	84140 Potassium
90030	Hist. & Phys. Complete	82435 Chlorides
90160	Home Visit	82830 Carbon Dioxide
90220	Hosp. Admit Exam.	99000 Laboratory Service
90215	Hosp. Readmit Exam	80013 Serum 17 Chemical Group
90250	Hospital Visit	6403 Biochemical Lab
90260	Hosp. Visit Intermediate	6408 Camino Med Lab
90700	Immunization	06474 Lancet Lab
90705	Injection	80004 Panel Profile 4 Tests
9044	Injection Antibiotic	
9011	Injection B12	X-RAY
9048	Injection Hormone	71020 X-Ray Chest, PA & Lateral
9821	Injection Mercuhydrin,	73030 X-Ray Shoulder
9047	Injection Steriod	73610 X-Ray Ankle
90340	Nursing Home Visit	73080 X-Ray Elbow
90040	Office Visit, Brief	9466 Materials
90010	Office Visit, Initial	
90050	Office Visit, Int. Med.	MODIFIERS
90060	Office Visit, Interm.	10 night call 10 pm to 8 am
90070	Office Visit, Prolonged	12 night call 6 pm to 10 pm
20550	Injection, Tendon	14 Sunday or Holiday
20610	Puncture Burse	16 Serv. rendered unsatisfactorily
90080	Re-Exam, Annual	20 ER services from outside hosp.
45300	Sigmoidoscopy	52 reduced values
45305	Sigmoidoscopy W.	90 reference outside lab
	Biopsy	
45310	Sigmoidoscopy, Polyp	
	Removal	
99080	Special Report	
9078	Total Charges	

A.C.E. COMPETENCY BASED JOB DESCRIPTION 33

OCCUPATIONAL TITLE: STOCK CLERK

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Stock Clerk

D.O.T. CODE: 223.387 (4th Ed.: 222.387-058)

A.C.E. NUMBER: 33

CAREER LATTICE:

FIRST LEVEL: Stock Clerk

SECOND LEVEL: Supervisor Store

D.O.T.'s General Educational Level: 3

SITE WHERE THE JOB CAN BE OBSERVED:

San Mateo County Purchasing Dept.
222 West 39th Street
San Mateo, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of Annual Jobs in San Mateo County: 201. This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Application form, High School graduate.

JOB DESCRIPTION (D.O.T.) - Receives, stores, and issues equipment, material, supplies, merchandise, foodstuffs, or tools, and compiles stock records in stockroom, warehouse, or storage yard: Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices. Examines stock to verify conformance to specifications. Stores articles in bins, on floor, or on shelves, according to identifying information, such as style, size, or type of material. Fills orders or issues supplies from stock. Prepares periodic, special, or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports of use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space. May cut stock to size to fill order.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

STOCK CLERK

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a stock clerk.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The center column* states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W. and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 The STOCK CLERK must be able to verify orders which have come in from wholesalers and factories.

To accomplish this task, the student must be able to copy a series of numbers in hand-written form with 100% accuracy.

To demonstrate the ability to perform this task, the student will copy the following numbers accurately and quickly:

112358 132134
5589144 233377

1A.2 Prerequisite to 1A.5 Identify place value of digits in a given whole number with up to seven digits.

1A.3 Prerequisite to 1A.5 Read a given whole number less than ten million and write its name in words.

1A.4 Prerequisite to 3E.2 Write a whole number less than ten million given the word name of the number.

1A.5 The STOCK CLERK must be able to prepare periodic, special or perpetual inventory of stock.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count the number of books on a given shelf and write the total on a separate sheet of paper.

1B.1 Prerequisite to 3E.3 Perform additions of whole numbers given instructions such as:

What is the total of 8 and 5?
8 plus 5 is ____.
Find the sum of 8 and 5.
Add 8 and 5.
8 + 5 = ____.

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 Prerequisite to 3E.2

Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.

1B.3 Prerequisite to 3E.4

Perform subtraction of whole numbers given instructions such as:

8 minus 5 is ____.
Subtract 5 from 8.
Find the difference of 8 and 5.
8 - 5 = ____.
If you had 8 and gave away 5, you would have ____.

$$\begin{array}{r} 8 \\ -5 \\ \hline \end{array}$$

1B.4 Prerequisite to 3E.4

Find the difference of two 1-5 digit numbers including cases where borrowing is required.

1C.1 Prerequisite to 1C.2

Perform multiplication of whole numbers given instructions such as:

6 times 2 is ____. 6 x 2 = ____.
Three two's are ____.

$$\begin{array}{r} 6 \\ \times 2 \\ \hline \end{array}$$

The product of 6 and 2 is ____.

1C.2 The STOCK CLERK must be able to ascertain the total number of items in a given shipment of cases.

To accomplish this task, the student must be able to find the product of a given pair of whole numbers of which one number is up to five digits and the other number up to three digits.

To demonstrate the ability to perform this task, the student will correctly perform the multiplication problems below:

a. 24 bottles
x 7 cases

b. 275 pencils
x 15 boxes

c. 1,400 cases
x 220 packages

KEY: a. 168 bottles; b. 4,125 pencils; c. 308,000 packages.

1C.3 Prerequisite to 1C.4

Perform division of two simple whole numbers (no remainder) given instructions such as:

6 divided by 2 is ____. $6 \div 2 =$ ____.
2 into 6 goes ____. $2\overline{)6} =$ ____.
The quotient of 6 divided by 2 is ____. $\frac{6}{2} =$ ____.

1C.4 The STOCK CLERK must be able to determine the number of cases required to fill an order.

To accomplish this task, the student must be able to find quotients of 1-5 digit dividends and 1-3 digit divisors, including cases where there are remainders.

To demonstrate the ability to perform this task, the student will determine the following quotients:

a. $\frac{75 \text{ bottles of saline solution}}{24 \text{ bottles per case}}$

b. $\frac{11,475 \text{ hypodermic needles}}{300 \text{ needles per case}}$

KEY: a. 3 remainder 3 or 4 cases; b. 38 remainder 75 or 39 cases.

2A.1 Prerequisite to 6E.2

In a given diagram or illustration, name the fraction which represents a given number of parts out of a total number of equal parts.

3B.1 Prerequisite to 3E.3

Calculate the sum of a set of decimal fractions.

3B.2 Prerequisite to 3E.4

Calculate the difference of two decimal fractions.

3C.1 Prerequisite to 3E.5

Calculate the product of two decimal fractions when rounding off is (a) not required, and (b) required.

3C.2 Prerequisite to 3E.5

State or write the product of a number and a power of 10 between .001 and 1,000, without written calculation.

3E.2 The STOCK CLERK must be able to check incoming orders against requisitions.

To accomplish this task, the student must be able to write a value less than $10,000,000.00 given the word name of the amount.

To demonstrate the ability to perform this task, the student will write the following amounts of money to be read aloud by the instructor:

a. Seventy-seven dollars and fifty-six cents;
b. One thousand four hundred and thirty-eight dollars;
c. Eight hundred thousand and one dollar and seven cents.

KEY: a. $77.56; b. $1,438; c. $800,001.07.

3E.3 The STOCK CLERK must be able to double-check requisitions and tabulate shipping orders.

To accomplish this task, the student must be able to add columns of dollars and cents values including amounts from $.01 to $9,999.99.

To demonstrate the ability to perform this task, the student will correctly find the sums below:

a.	b.	c.
$ 5.50	$ 2.75	$ 897.50
21.00	108.13	175.00
2.95	62.78	4,176.43
		1,800.00

KEY: a. $29.45; b. $173.66; c. $7,048.93.

3E.4 The STOCK CLERK must be able to adjust the amounts of money tied up in the stock during inventory.

To accomplish this task, the student must be able to subtract one amount of money from another with values up to $10,000.00.

To demonstrate the ability to perform this task, the student will correctly solve the following:

a. $17.98 b. $644.73 c. $8,476.21
- 4.89 - 121.14 - 1,802.94

KEY: a. $13.09; b. $523.59; c. $6,673.27.

3E.5 The STOCK CLERK must be able to maintain accurate inventory lists.

To accomplish this task, the student must be able to calculate the total cost of up to twenty-five items of equal value.

To demonstrate the ability to perform this task, the student will find the following products:

a. 20 bottles x $.75 each
b. $14.50 apiece x 17 boxes
c. $25 @ for 25 cases
d. $6.75 x 12 packages.

KEY: a. $15.00; b. $246.50; c. $625; d. $81.00.

6A.2 Prerequisite to 6A.7 Calculate the area of a given square.

6A.3 Prerequisite to 6A.7 Calculate the area of a given circle.

6A.7 The STOCK CLERK must be able to shift material in storage to make room for new orders and ensure ease of access to needed items.

To accomplish this task, the student must be able to estimate the area of common rectangular or square objects to within 25% of the actual area.

To demonstrate the ability to perform this task, the student will estimate at least 3 items in the room (table, blackboard, wall or floor space) as indicated by the instructor. Accuracy to be tested by calculating the actual area.

6E.2 The STOCK CLERK must be able to verify the weights of incoming items. He must also be able to determine the postage necessary for shipping items.

To accomplish this task, the student must be able to weigh common objects on balance or spring loaded scales, correct to within one unit of the scale reading.

To demonstrate the ability to perform this task, the student will correctly weigh 2 or more objects, to be selected by the instructor, on a scale.

6E.3 The STOCK CLERK must be able to carry packages within storage and use a fork lift for heavy items or stacks of items.

To accomplish this task, the student must be able to estimate the weight of various items of different shape, size and composition (e.g., chair, filing cabinet, book) to within 20% of actual weight.

To demonstrate the ability to perform this task, the student will estimate the weight of several objects chosen by the instructor and determine if he could carry the object or if he would require assistance.

6G.1 The STOCK CLERK must be able to keep an accurate record of his working hours.

To accomplish this task, the student must be able to subtract 12-hour clock times, including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will correctly determine the amount of time elapsed in each of the following:

a. 9:00 P.M. − 12:00 P.M.

b. 5:30 P.M. − 8:45 A.M.

c. 12:05 A.M. − 3:45 P.M.

d. 11:15 A.M. − 2:27 A.M.

KEY: a. 9 hours; b. 8 hours and 45 minutes; c. 8 hours and 20 minutes; d. 8 hours and 48 minutes.

8A.3 Prerequisite to 8A.5 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.

8A14 Prerequisite to 8A.5 Write the size of the interval between:

a. numerals on a graduated scale.
b. subdivisions on a graduated scale.

8A.5 The STOCK CLERK must be able to determine where items will be stored based on temperature and humidity requirements.

To accomplish this task, the student must be able to write the measurement indicated on a sketch of a graduated scale:

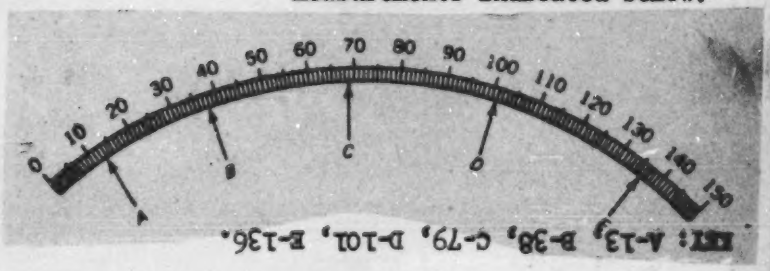
a. to the nearest whole number when the scale is marked off in consecutive whole numbers with or without subdivisions.

b. to a given precision when the scale is marked off in multiples of a whole number with or without subdivisions.

c. to a given precision when the scale is marked off in whole numbers with or without subdivisions representing fractions such as halves, quarters, eighths, sixteenths, tenths, or fifths.

d. to a given precision when the scale is marked off in whole numbers which represent multiples of a given number such as 100 or 1000.

To demonstrate the ability to perform this task, the student will correctly write the measurements indicated below:



KEY: A-13, B-38, C-79, D-101, E-136.

13A.1 Prerequisite to 20A.1 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

13A.2 Prerequisite to 26C.1 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.

14D.4b Prerequisite to 16A.2 — Given abbreviations, be able to write given words in abbreviated form and write the long form of given abbreviations.

15A.1 Prerequisite to 15A.2 — Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 The STOCK CLERK must be able to determine product name, type of product, quantity, allotment (how many per package), address and name of vendor, and code number of incoming items in order to verify shipping and for the records.

To accomplish this task, the student must be able to read words from the labels of frequently-used products or of products used in stock work.

To demonstrate the ability to perform this task, the student will examine the labels shown in Exhibit 33-A and explain the following words:

TEXAS	GAUZE
PLY	SQUARE IN.
SPONGES	EACH

15A.3 The STOCK CLERK must be able to converse with co-workers, supervisors, and sales persons.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will correctly match the following words with their definitions:

A.	perpetual inventory	1.	itemized list of goods shipped, stating quantities, prices, etc.
B.	invoice	2.	order for items which is not yet filled.
C.	allotment	3.	officially approved or permitted.
D.	vendor	4.	the sale of goods in small quantities directly to the consumer.
E.	retail	5.	the selling of goods in relatively large quantities, especially to stores which mark up the goods and sell them to the public.
F.	wholesale	6.	itemized list of stock made periodically
G.	periodic inventory	7.	book listing items, prices, code numbers and sometimes illustrations.
H.	purchase order	8.	company where items are purchased.
I.	case lot	9.	goods; wares.
J.	back order	10.	number of items per package.
K.	merchandise	11.	full boxes.
L.	authorized	12.	itemized list of the stock adjusted every day.
M.	catalog	13.	a formal written request for the buying of an item.

KEY: A-12, B-1, C-10, D-8, E-4, F-5, G-6, H-13, I-11, J-2, K-9, L-3, M-7.

15B.1 The STOCK CLERK must be able to work safely while at work.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.)

To demonstrate the ability to perform this task, the student will correctly read the following signs and provide the instructor with a brief explanation:

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 The STOCK CLERK must be able to fill out and understand a variety of forms, including shipping orders, purchase orders, and invoices.

To accomplish this task, the student must be able to interpret terminology and abbreviations frequently found in forms.

To demonstrate the ability to perform this task, the student will examine the requisition form below and explain the meanings of the following items to the instructor:

1. No.
2. per
3. Routing
4. phone extension
5. Dept.

NAME:

DEPT:

COPY WORK REQUISITION

COPY CENTER RETAIN THIS PORTION

TO: COPY CENTER

NO. OF ORIGINALS_____
COPIES PER ORIG._____
DATE/TIME REQUIRED_____

1 - 5 COPIES

( ) Letter size
( ) Legal size
( ) Transparency stock
( ) Staple into sets like original

5 COPIES AND OVER

SIZE:	STOCK:	PUNCH:
( ) Letter	( ) Plain white	( ) 2 holes:
( ) Half sheet	( ) Color_____	( ) Top
	( ) Letterhead	( ) Bottom
( ) Legal	( ) Transparency	( ) 3 holes:
( ) Post card	( ) Card stock	( ) Right
		( ) Left
TWO UP:	PAD:	BOTH SIDES:
( ) Slice	( ) _____ copies per pad	( ) Flip, or
		( ) Head to head

SPECIAL INSTRUCTIONS:_____

ROUTING

ROUTING:
( ) Return original and_____copies to REQUISITIONER (use routing slip below).
( ) Route_____copies to_____
( ) Route_____copies to MAIL ROOM for distribution to_____
( ) Other:_____

ROUTING

REQUISITIONED BY:

(Form 548-112)

Name:	Date:	Time:
Department:	Unit:	Phone Extension:

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 The STOCK CLERK must be able to read a variety of forms to order needed items as well as to verify items shipped to him.

To accomplish this task the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will examine Exhibits 33-B and 33-C and provide the instructor with the following data when applicable:

1. The type of form (number);
2. The name of each form;
3. The Purchase Order number;
4. Where the item was shipped from;
5. What the items shipped were.

16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables and define them as a visual way to give information in a compact and organized form.

16B.2 Prerequisite to 16B.3 State the type of information recorded on given charts or tables.

16B.3 The STOCK CLERK must be able to maintain a perpetual inventory of stock.

To accomplish this task, the student must be able to, given common reference tables and charts such as organization charts, parts charts, reference tables, including charts and tables designed in matrix form (rows and columns), answer factual questions based on the data supplied.

To demonstrate the ability to perform this task, the student will examine Exhibit 33-D and write down the following information for thermometer, oral stubby, shroud pack adult, and bedside wipe tissues:

1.) The number of items per case;
2.) The number of cases in stock;
3.) The stock number.

16D.4 The STOCK CLERK must be able to use catalogs to order items needed by the parent organization.

To accomplish this task, the student must be able to, given a typical parts manual, locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.).

To demonstrate the ability to perform this task, the student will find the following items in Exhibit 33-E and write them down:

1.) The item code and unit cost for Coca-Cola;
2.) The description for code #24-0062;
3.) The unit of issue and unit cost for Roman Meal cereal;
4.) The unit of issue and code number for 200 individual sized boxes of Rice Krispies cereal.

17A.7 Prerequisite to 19A.15 Do an exercise that requires recall of given instructions or information.

17A.13 Prerequisite to 19A.15 Given a set of written instructions involving activities to be performed by a number of people, and the particular role, prepare a list and sequence of activities to be performed.

19A.15 The STOCK CLERK must be able to perform tasks, as directed by his supervisor.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions. (The activities to be within the abilities of the student - recall is the item to be demonstrated.)

To demonstrate the ability to perform this task, the student will listen to the following instructions (to be read orally by the instructor) and carry them out after the instructor finishes:

Count the number of pages in this job description. Multiply this number by 25. Divide the answer by 4.

20A.1 The STOCK CLERK must be able to label incoming packages so that they may be routed to the proper sections of storage.

To accomplish this task, the student must be able to, given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

To demonstrate the ability to perform this task, the student will alphabetize the following letters and write them below:

D R P T A X N L E Z S

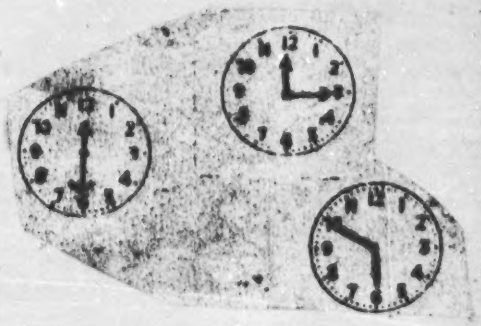
21A.3 Prerequisite to 22H.1 — Given a date (day, month, date, year) write the date using correct punctuation and capitalization.

21A.5 The STOCK CLERK must be able to check in every item arriving in shipments.

To accomplish this task, the student must be able to, given times of the day, write time:

a. 8:00
b. eight o'clock
c. 8 o'clock

To demonstrate the ability to perform this task, the student will read the clocks depicted below and correctly write the time indicated.



21A.8 Prerequisite to 22H.1 — Given a list of names and addresses, write items using proper capitalization and punctuation.

22A.1 Prerequisite to 22B.2 — Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 — Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 The STOCK CLERK must be able to apply for a job.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will correctly and neatly fill out Exhibit 33-F.

22D.1 The STOCK CLERK must be able to gather information about the status of supply requests over the telephone.

To accomplish this task, the student must be able to write short notes to self or to others which convey information such as appointments, telephone calls received, visitors, etc., which supply necessary data about who, when, where, what, why and how.

To demonstrate the ability to perform this task, the student will listen to the following (to be read aloud by the instructor) and write a short note containing the important facts:

This is Mr. Langrange from the sales department. Please ask Mrs. Taylor if that new series of tables has arrived. Have her call me before 5 this evening or after 8 o'clock tomorrow morning. Thank you.

22H.1 The STOCK CLERK must be able to order items needed by the parent organization.

To accomplish this task, the student must be able to, given a typical business form, purchase order, job order, sales slip, and necessary data in words and figures, correctly complete or fill out the appropriate portions of the form.

To demonstrate the ability to perform this task, the student will complete Exhibit 33-G using the following information:

Vendor: Mr. Legendre
Cauchy & Co.,
1864 Gauss St.
Abel, Calif.94022

P.O. #1674322
120 cases #7 plates @ $18/case
6 8' x 2½' tables @ $84
ship via UPS
Date needed 1/1/1984
sign your name.

25C.1 The STOCK CLERK must be able to locate alternate suppliers of items when the normal source cannot provide needed materials.

To accomplish this task, the student must be able to write the telephone number of a given person or organization using the alphabetical listing section of a telephone directory as reference.

To demonstrate the ability to perform this task, the student will locate, in a local telephone directory, the names and addresses of at least 3 companies distributing forms for use in an office.

25C.6 The STOCK CLERK must be able to verify purchase orders by contacting the department originating the request.

To accomplish this task, the student must be able to practice, using inter-office or simulated phones, making and receiving a variety of local and long distance telephone calls.

To demonstrate the ability to perform this task, the student will role-play verifying Exhibit 33-G, with the instructor being the requestor, on a com. line or telephone.

26A.1 Prerequisite to 26C.1 Sort data by given classification criteria, (E.g., alphabetical order.)

NB: The data can be in the forms of lists, numbers, words or on forms such as issue and receipt vouchers.

26B.1 The STOCK CLERK must be able to sort shipments by box sizes and shapes in order to accurately and safely put them away.

To accomplish this task, the student must be able to, given objects, sort by given classification criteria. The sorting should require a minimum of judgment. To over simplify, sorting apples by types or tools by various generic classifications would be appropriate but sorting apples by quality or lumber by grades is a rating skill.

To demonstrate the ability to perform this task, the student will sort an assortment of office equipment into 3 groups - those that are circular or cylindrical, those that are rectangular, and those which fit into neither of the above categories.

26C.1 The STOCK CLERK must be able to keep an accurate listing of all items in stock and must be able to constantly update that list as new items arrive.

To accomplish this task, the student must be able to arrange, order, tabulate or sequence information in a required ranking system.

To demonstrate the ability to perform this task, the student will examine Exhibit 33-H and rearrange the entries so that there is a new system of order instead of alphabetical arrangement.

33-A

Substitute label from Bandage Boxes

COUNTY OF SAN MATEO
PURCHASING AGENT STORES

33-8

RECEIVING / SHIPPING

REG. 0523

DATE 11-17-75

704

DEL. TO	REC'D. FROM	SHIPPED BY	PO#/R#	DESCRIPTION	QUAN.	REC'D. BY
HONOR CAMP	R.A. DELUCA	VENDOR	7714	CHICKENS 75#	2cs.	
63						64

PAS-NO. 4 2/70

COUNTY OF SAN MATEO
PURCHASING AGENT STORES
222 WEST 39th AVENUE, SAN MATEO, CA 94403
TELEPHONE (415) 573-2721

33-C

No. 705

Date 5/18/78

☐ SHIPPING
☒ RECEIVING

☐ SURPLUS
☐ Pick-up
☐ Deliver

RECEIVED FROM:
Casablanca Capers
176 Morocco Street
Moscow, Idaho

SHIP TO:
Sam Spade, Inc.
14 Bush Street
San Francisco, Calif.

PURCHASE ORDER # 87564
P. A. STORES REQ. # 316412

VENDOR INVOICE # 18476-C
SAN MATEO CO. PROP. # —

Remarks

No. Pcs.	Description of Articles
36	Maltese Falcons

Received by:
Lew Archer

Shipped Via:
UPS

119-27

REQUEST FOR VACATION

NAME _____ POSITION _____ DATE _____

I request my vacation: From _____ to _____ Inclusive

Days Off

Approved by _____
(Supervisor)

Report for Duty:

GH-14 1/65

Storeroom Requisition

Central Servic

706

33-D

Dept No.

DESCRIPTION	UNIT QTY.		ORDER	STOCK NO.	ISSUED
SCISSORS BANDAGE	EA	4		09400	
SEPTISOFT W/OUT HEXACHLORCPN	GL	2		09450	
SEPTISOL DILUTED 3 TO 1	GL	1		09500	
SHROUD PACK ADULT	PK 12			09600	
SHROUD PACK CHILD	PK 12			09650	
SPONGE GAUZE 2X2 IN 12PY N/S	PK 200			09750	
SPONGE GZ 4X4 IN 12 PLY STRL	CS1280			09900	
SPONGE GZ 4X4 X-RAY 10 S STL	CS1280			10000	
STETHOSCOPE	EA	1		10450	
STOCKINETTE BIAS 2 IN	RL			10500	
STOCKINETTE BIAS 4 IN	RL			10600	
STOCKINETTE BIAS 6 IN	RL			10650	
STOCKINETTE TUBULAR 6 IN	RL			10850	
SUCTION CATH KIT 14 FR ARGYL	CS 100	1		11050	
SUPPORTER LARGE	EA	1		11200	
SUPPORTER MEDIUM	EA	1		11250	
SUPPORTER SMALL	EA			11300	
SWAB LEMON/GLYCERINE	CS 250	1		11450	
SYRINGE DISP 1CC 25GX5/8 TB	BX 100	1		11600	
SYRINGE 10CC LUERLOK	EA	1		11850	
SYRINGE 20CC LUERLOK	EA	1		11950	
SYRINGE 30CC LUERLOK	EA	3		12050	
SYRINGE 4 OZ ASEPTO	EA			12100	
SYRINGE 5 CC LUERLOK	EA	1		12150	
TAPE ADHESIVE HY 1/2 IN	TB 24			12350	
TAPE ADHESIVE HY 1 IN	TB 12	1		12400	
TAPE ADHESIVE HY 2 IN	TB 6			12450	
TAPE ADHESIVE ZONAS 1/2 IN	TB 24			12500	
TAPE ADHESIVE ZONAS 1 IN	TB 12			12550	
TAPE ADHESIVE ZONAS 2 IN	TB 6			12600	
TAPE ADHESIVE ZONAS 3 IN	TB 4			12650	
TAPE AUTOCLAVE ETO GAS 3/4IN	RL	1		12700	
TAPE AUTOCLAVE STEAM 1/2 IN	RL	2		12750	
THERMOMETER ORAL STUBBY	EA	80		13100	
THERMOMETER RECTAL STUBBY	EA	24		13150	
TISSUE BEDSIDE WIPES	BX 100	89		13250	
UNDERPAD 23 X 24 IN	CS 200			14550	
URINARY DRAINAGE SET	CS 20	1		14600	
SUTURE ETHILON BK 5-0 6610	BX 12			15450	
SUTURE SILK BLK 4-0 SA63H	BX 36			16050	
ACD SOLUTION 120 CC	CS 12			16100	
D 5-W 1000CC	CS 6	5		16250	
D- 5-E-75 1000CC	CS 6	1		16550	
D- 5-HS 1000CC	CS 6	3		16600	
D- 5-RS 1000CC	CS 6	1		16700	
D- 5-S 500CC	CS 12			16750	
D- 5-S 1000CC	CS 6	1		16800	
D- 5-W 500CC	CS 12	4		16850	
D- 5-0.2% NACL 1000 CC	CS 6	16		16900	
D- 5-0.2% NACL 500 CC	CS 12			16950	
D- 5-1/2-S 500CC	CS 12	1		17000	
D- 5-1/2-S 1000CC	CS 6	7		17050	
D-10-S 1000 CC	CS 6			17150	

APPROVED BY: _____

33-E

Substitute Store's Inventory Catalog

33-F

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) 3. TELEPHONES
Home
Business

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 **EDUCATIONAL RECORD**

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. **EMPLOYMENT INFORMATION** (Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer
Address
Supervisor's Name & Title ____ Phone
Your Title
Duties

From ____ mo. ____ year
To ____ mo. ____ year
Total ____ years ____ months
Full Time ☐ Part Time ☐
Last Salary
Reason for leaving

Employer
Address
Supervisor's Name & Title ____ Phone
Your Title
Duties

From ____ mo. ____ year
To ____ mo. ____ year
Total ____ years ____ months
Full Time ☐ Part Time ☐
Last Salary

14. **PERSONAL REFERENCES - GIVE THREE** (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

33-G

T

PURCHASE REQUISITION 709
SUPPLIES AND/OR CAPITAL EQUIPMENT

	DATE NEEDED	DATE OF REQUISITION
	P.O. NO.	REQ. NO.
	TERMS	F.O.B.
	SHIP VIA	
FOR ACCOUNTING USE ONLY	CONFIRMING TO	
☐ FIXED ☐ MINOR ☐ MAJOR MOVABLE — LIFE YRS. / COST CENTER / CLASSIFIED BY	DATE REQUIRED	EXPEDITE DATE

ITEM	QTY.	UNIT	DESCRIPTION - USE CATALOG NO. AND BRAND NAME AS WELL AS PART NO. IF AVAILABLE	ESTIMATED UNIT / PRICE	UNIT PRICE	EXTENSION	DELIVERY LOC. AND CHARGE TO

SUGGESTED SUPPLIERS

REQUESTOR - SIGNATURE, DESIGNATION, AND DATE	DEPT. HEAD APPROVAL	FINANCE APPROVAL	ADMINISTRATIVE APPROVAL
	B. Russell	al Whitehead	A. Einstein

IF THIS IS A REPLACEMENT PURCHASE REQUEST, THE SECTION BELOW MUST BE COMPLETED. ATTACH EXPLANATION OR NEED.

PURCHASE IS
- ☐ NORMAL REPLACEMENT *
- ☐ ADDITION
- ☐ OTHER (SPECIFY)

TRADE IN
PROPERTY TAG NO. _____
DESCRIPTION: _____

ALTERNATE QUOTE

* FOR REPLACEMENT, ATTACH COMPLETED "REQUEST FOR DISPOSITION OF EQUIPMENT" AND OBTAIN NECESSARY APPROVAL SIGNATURES. SIGNATURE REQUIREMENTS ARE EXPLAINED ON THE BACK SIDE OF THIS FORM.

	NOT NEEDED IF ABOVE		NOT NEEDED IF ABOVE
DEPARTMENT HEAD		1/17	
ASSISTANT ADMINISTRATOR		1/17	
FINANCE		1/17	
ADMINISTRATOR			
BOARD OF DIRECTORS			

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33-H

Substitute Store's Inventory Catalog

A.C.E. COMPETENCY BASED JOB DESCRIPTION 35

OCCUPATIONAL TITLE: WAREHOUSEPERSON

INSTRUCTIONAL OBJECTIVES JOB COMPETENCIES

FACT SHEET

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Warehouseperson

DOT CODE: 922.687-058

ACE NUMBER: 35

CAREER LADDER

FIRST LEVEL

Warehouseperson

SECOND LEVEL

Warehouse Foreman

THIRD LEVEL

Department Head

SITE WHERE THE JOB CAN BE OBSERVED:

Pacific Coast Service Co.
So. San Francisco, Ca.

These materials were developed pursuant to a grant from HEW, OE under PL93-380, Section 309. This does not necessarily imply endorsement of the content.

* The items in the left hand column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kravla, W. and Smith, A. Dahl., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of Annual Jobs in San Mateo County 13 . This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development job opening activity.

JOB PRE-REQUISITES: Good health.

JOB DESCRIPTION (D.O.T.) - Performs any combination of the following tasks to receive, store, ship, and distribute materials, tools, equipment and products within establishments as directed: Conveys materials and items from receiving or production areas to storage by hand or using truck. Sorts and hangs materials on racks or places items on shelves or in bins according to predetermined sequence, such as size, type or product code, storing perishable goods in refrigerated rooms. Marks materials or containers with identifying information, using stencil or crayon. Opens bales, crates and other containers, using handtools. Fills requisitions, work orders, or requests for materials, tools, or other stock items. Distributes handtools, patterns, fixtures, parts and other items to workers by placing them on conveyor or truck. Loads materials or products onto skid, pallet, or truck, prepares and attaches shipping tags to load, and moves load to production department or loading platform, using handtruck or powered truck. Stows materials or products in motortrucks or railroad cars. Keeps record of materials or items received or distributed. Packs material for distribution within plant, weighing or counting them to insure conformance to company standards. Loads rolls of materials in machine holders. Arranges stock parts in specified sequence for assembly by other workers. Makes repairs to stock items, such as replacing worn or broken drill bits, sharpening knives, and removing rough edges with sandpaper.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

WAREHOUSEPERSON

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a warehouse person.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The left hand column* states the skill in more general language. The controlled language of this column permits comparison between occupations.

711

1A.1 A WAREHOUSEPERSON must be able to record work completed by entering invoice numbers in a ledger.

To accomplish this task, the student must be able to copy numbers accurately.

To demonstrate the ability to perform this task, the student will copy the following numbers:

4760 5089 1931 1876

1A.4 Prerequisite to 1A.5 Write a whole number less than 10 million, given the word name of the number.

1A.5 A WAREHOUSEPERSON must be able to keep a perpetual inventory.

To accomplish this task, the student must be able to count.

To demonstrate the ability to perform this task, the student will count a stack of papers and write the number of papers counted.

1B.1 Prerequisite to 1B.2 Perform addition of whole numbers, given problems such as:

8 + 5 = _____
What is the total of 8 and 5?
8 plus 5 is _____.
Add 8 and 5.

Find the sum of 8 and 5.

$$\begin{array}{r} 8 \\ +5 \\ \hline \end{array}$$

1B.2 A WAREHOUSEPERSON must be able to keep a record of how many items are removed from the stock, for example adding up the items used.

To accomplish this task, the student must be able to add whole numbers.

To demonstrate the ability to perform this task, the student will determine that 246 + 7 = 253.

1B.3 Prerequisite to 1B.4 Perform subtraction of whole numbers, given problems such as:

8 - 5 = _____
8 minus 5 is _____.
Subtract 5 from 8.
Find the difference of 8 and 5.

If you had 8 and gave away 5, you would have _____.

$$\begin{array}{r} 8 \\ -5 \end{array}$$

1B.4 A WAREHOUSEPERSON must be able to subtract the number of items of one stock sold from the number on hand to get the number remaining.

To accomplish this task, the student must be able to subtract whole numbers.

To demonstrate the ability to perform this task, the student will determine that 140 terminals less 39 terminals = 101 terminals.

1C.1 A WAREHOUSEPERSON must be able to compute the number of items that will be stored if additional cartons are brought in.

To accomplish this task, the student must be able to multiply whole numbers.

To demonstrate the ability to perform this task, the student will determine that 16 x 4 = 64.

1C.3 A WAREHOUSEPERSON must be able to sometimes compute the weight of 1 package given the weight of 6.

To accomplish this task, the student must be able to perform division of whole numbers.

To demonstrate the ability to perform this task, the student will determine that 16 pounds is the correct answer to the following problem:

If 6 equal sized packages total 96 pounds, what is the weight of 1 package.

2A.1a A WAREHOUSEPERSON must be able to ship partial orders when necessary.

To accomplish this task, the student must be able to name a fraction which represents a given number of parts out of a total number of equal parts.

To demonstrate the ability to perform this task, the student will determine that if a warehouseperson ships 36 out of 72 items ordered, half of the order is shipped.

6A.1 Prerequisite to 6A.6 Identify area as the measurement of the surface of a figure, and state the units used in such measurement (sq. in., sq. ft., sq. mi.).

6A.3 Prerequisite to 6A.6 Calculate the area of a given rectangle.

6A.6 A WAREHOUSEPERSON must be able to compute the area of the warehouse available for his use.

To accomplish this task, the student must be able to solve a problem involving area calculation of a geometric figure.

To demonstrate the ability to perform this task, the student will determine that there are 8100 square feet in an area that is 90 feet square.

6A.7 A WAREHOUSEPERSON must be able to select appropriately sized spaces in which to store cartons.

To accomplish this task, the student must be able to estimate the area of common rectangular objects.

To demonstrate the ability to perform this task, the student will estimate how many 2' x 2' boxes could be stored in one layer under a work table at ACE.

(Answer: approximately 16.)

6C.1 A WAREHOUSEPERSON must be able to compute spatial volume.

To accomplish this task, the student must be able to calculate the volume of a given rectangular solid.

To demonstrate the ability to perform this task, the student will determine how many cubic feet in an area 9' x 9' x 12'.
(Answer: 972 cubic feet.)

6E.2 A WAREHOUSEPERSON must be able to weigh all material shipped.

To accomplish this task, the student must be able to use balance or spring loaded scales.

To demonstrate the ability to perform this task, the student will weigh accurately several objects indicated by the instructor.

6F.2 A WAREHOUSEPERSON must be able to measure packages which are to go by mail to be sure the size is within regulations.

To accomplish this task, the student must be able to measure with ruler or tape measure.

To demonstrate the ability to perform this task, the student will use a ruler to determine that line AB below is 2 3/8 inches long.

13A.2 A WAREHOUSEPERSON must be able to use a shipping list as a guide when filling an order.

To accomplish this task, the student must be able to read letters of the alphabet.

To demonstrate the ability to perform this task, the student will place the following requisition numbers in alphabetical order according to the first two letters:

EL 12
SM 43
JC 33
JK 14

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products or of products used in a given occupation.

15A.3 A WAREHOUSEPERSON must be able to converse with customers and co-workers.

To accomplish this task, the student must be able to use the occupational vocabulary.

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:

A. C.O.D	1. a portable platform for handling, storage or movement of materials in warehouses, factories or vehicles.
B. forklift	2. the moving of stock in such a way that each piece is on the shelf approximately the same length of time
C. case lot	3. refers to inventory movement so that the first merchandise into the warehouse is also the first out.
D. purchase order	4. an itemized list of goods shipped specifying the price and terms of sale
E. pallet	5. a machine for hoisting heavy objects by means of steel fingers inserted under the load.
F. stock rotation	6. cash on delivery or collect on delivery
G. catalog	7. a complete enumeration of items arranged systematically with descriptive details.
H. shipping order	8. formal written orders to assemble, pack, and send out goods
I. first in, first out	9. formal written order to purchase goods
J. invoice	10. full boxes.

Key: A 6, B 5, C 10, D 9, E 1, F 2, G 7, H 8, I 3, J 4.

15B.1 A WAREHOUSEPERSON must be able to read warning signs.

To accomplish this task, the student must be able to read and explain common functional signs.

To demonstrate the ability to perform this task, the student will determine that the following words mean, "top, do not turn upside down", "door out", "will catch fire".

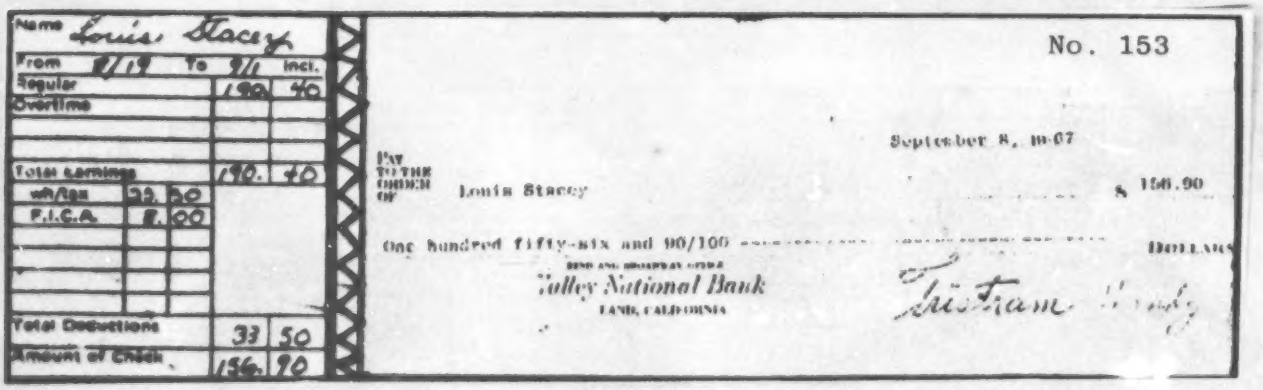
THIS END UP EXIT FLAMMABLE

↑

16A.4 A WAREHOUSEPERSON must be able to read a paycheck.

To accomplish this task, the student must be able to answer factual questions based on the data on forms.

To demonstrate the ability to perform this task, the student will refer to the paycheck below and determine from the check stub that the gross pay is $190.40, the withholding tax is $25.50, the Social Security tax is $8.00 and the net pay is $156.90.



Name Louis Stacey

From 8/19 To 9/1		Incl.
Regular	190	40
Overtime		
Total earnings	190.	40
wh/tax	25	50
F.I.C.A.	8.	00
Total Deductions	33	50
Amount of Check	156.	90

No. 153

September 8, 19-07

PAY TO THE ORDER OF Louis Stacey $ 156.90

One hundred fifty-six and 90/100 DOLLARS

Valley National Bank

LAND, CALIFORNIA

Christiana Hardy

16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables, and define them as a visual way to give information in a compact and organized form.

16B.2 Prerequisite to 16B.3 State the type of information recorded on given charts or tables.

16B.3 A WAREHOUSEPERSON must occasionally refer to parts charts.

To accomplish this task, the student must be able to answer factual questions on the data supplied.

To demonstrate the ability to perform this task, the student will refer to 16-B and determine that the unit cost of fine red pen refills is $1.25.

20A.1 Prerequisite to 13A.2 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

21A.2 A WAREHOUSEPERSON must be able to meet shipping deadlines.

To accomplish this task, the student must be able to locate dates on a calendar.

To demonstrate the ability to perform this task, the student will locate May 18, 1976, on the calendar in 16-C and determine that it fell on a Tuesday.

21A.4 A WAREHOUSEPERSON must be able to record time worked and overtime.

To accomplish this task, the student must be able to tell time.

To demonstrate the ability to perform this task, the student will determine time shown by the following:

five after 12

12:30

2:45 or quarter to 3.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and fitures, write on forms complete sentences that are legible and convey the required information.

22B.2 A WAREHOUSEPERSON must be able to complete a job application form before being hired.

To accomplish this task, the student must be able to complete a sample job application form.

To demonstrate the ability to perform this task, the student will refer to 16-D and complete it accurately and legibly.

720

16-B

Substitute Store's Inventory Catalog

16-C

MAY 1976

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16-D

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code)

3. TELEPHONES
Home _____
Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed	Name and Location of Last Elementary or High School	Graduated?
6 7 8 9 10 11 12		Yes ☐ No ☐

Name and Location of College or University	Major	Credits or Degree

Use any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____
Reason for leaving _____

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER